

Wal-Mart Mini-Grant Requirements and Guidelines

Application deadline: Your complete application must be postmarked or hand delivered to the Idaho Commission for Libraries, 325 W. State St., Boise, ID 83702 by 5 p.m. MST on February 2, 2009. Late applications will not be accepted. The application should be typed. An electronic copy of the application in a Word file is available at <http://libraries.idaho.gov/page/wal-mart-minigrants>. Please include one copy of the application with original signatures and seven copies of the complete application.

Funding source: The Wal-Mart Foundation has provided one-time funds to “Strengthen Library Services for Youth in Idaho.” Funds are administered by the Idaho Commission for Libraries.

Eligible projects: Wal-Mart funding of \$98,000 is available in the form of mini-grants to publicly-funded Idaho public libraries to strengthen services for youth ages 0–18. The competitive grant program is designed to encourage creative thinking and new approaches in youth services in order to provide innovative services and help libraries reach more children and families in their communities. Grant awards that range from \$1,000 to \$10,000 will enable librarians to begin needed programs they have previously been unable to undertake. The grants also offer an opportunity to expand youth services capabilities in new and/or different directions. It is expected that the funding will provide a foundation for ongoing rather than one-time projects that can be continued with community support or through a reallocation of library funds.

Eligible applicants must be a publicly-funded public library in Idaho.

A library jurisdiction may submit a single application for the entire jurisdiction or may submit applications for one or more branch libraries. Each project needs a separate application. Each application from a branch must have the signature of the library director and the library board chair. All applications will be ranked according to how well they are written and must stand on their own.

Partnerships: Each applicant library is encouraged to have a school or community partner. Possible partnership activities include planning, publicizing project activities to target populations, and participating in project activities. Friends of the Library are welcome to participate and support the project but should not be the only community partner.

Funds Disbursement: Grant projects cannot begin until after the grant contract is signed which is estimated to occur by March 16, 2009. Grant funds will be disbursed in a lump sum after the contract is signed. All funds must be spent by April 16, 2010.

Match: No match is required for this grant.

For questions about your proposed project or for more information contact:

Peggy McClendon / peggy.mcclendon@libraries.idaho.gov
Stephanie Bailey-White / stephanie.bailey-white@libraries.idaho.gov
Staci Shaw / staci.shaw@libraries.idaho.gov
Or your local field consultant
334-2150 (Boise area) / 1-800-458-3271

Please note: Grant applications may be reviewed by non-librarians so it is important to avoid library jargon and clearly state what you will be doing with the grant funds. You are strongly encouraged to find someone in your community who will review your draft and check for clarity and writing errors.

Allowable Expenses: The budget should total \$1,000 to \$10,000 (in increments of \$1,000). All expenses must be necessary for the successful implementation of the project and not an end unto themselves. Grant funds must be used only for the specific project for which the grant was intended, and must not supplant or replace local funds. Expenses may include:

- Library materials for youth (for the library collection and for deposit collections)
- Project equipment
- Project personnel
- Supplies (includes educational supplies such as books for give away)
- Contracts for services, e.g. planning, publications, project assistance and implementation
- Publicizing project activities to the target audience
- Capital improvements that **directly support the project**
- Other purposes directly related to project's success

Unallowable Expenses:

- Indirect costs, such as overhead and administrative costs
- Building construction

Quotes: Attach quotes for equipment and capital improvement items over \$100.

Personnel: Use the sample table below as a guide in filling out the personnel question on the application. No employee, existing or new, can work more than 40 hours per week or 1 FTE. Grant funds cannot be used to increase an employee's salary. For new hires, it is recommended that libraries use a contract or go through a temp agency. Grant funds may not be used to pay unemployment.

Staff position	If staff person is a new hire using grant funds, how many hours per week/month will they work on grant activities?	If this person currently works for the library, how many hours do they work now? How many additional hours will he/she work on grant activities? (cannot exceed 40 hours / week total)	Responsibilities in grant project
Youth services librarian		Current: 25 hrs / week Add: 10 hrs / week	Will develop and coordinate outreach to daycare
Storyteller	3 hours / week	Current: Add:	Will visit 4 daycares a month to do storytime
Library clerk	10 hours / week		Will cover youth services duties at library while librarian is doing outreach

Application Evaluation Process:

Applications will be evaluated by a panel of 3–5 reviewers. Grants must get final approval by the State Librarian.

Grants will be evaluated on the following criteria. Each grant will be scored by the review team based on this 50 point rating scale:

10 points	Application questions are answered completely and necessary documentation is provided
10 points	Project shows creative thinking and new approaches to youth services
8 points	Need for project is documented and clearly stated
5 points	Scope of project: intensity and duration of project activities and number of children who will be served
5 points	New library users—underserved or non users-- are targeted in project activities
2 points	Project will be continued after the grant period ends
5 points	Budget is accurate and appropriate for project activities and follows instructions
5 points	Evaluation plan is clear and appropriate methods are used to gather data

Grant record keeping: Grant recipients are required to maintain records of project activities and complete financial accounting of all project-related funds for a period of five years after the end of the project, unless otherwise stipulated. On request, grant recipients must make all project related records available to the Idaho Commission for Libraries. All funds must be expended by April 16, 2010.

Project Report / Dissemination: Idaho libraries who receive mini-grants will be required to document the success of their programs and complete a report at the end of the grant period. They will be encouraged to survey participants and utilize additional evaluation tools to document their outcomes. The Idaho Commission for Libraries will share success stories statewide by highlighting these libraries in our print and electronic publications and completing a final report for the Wal-Mart Foundation and others. Grantees will be encouraged to share their project with the library community through written articles, workshop presentations, or other formats.

Important Dates to Remember:

Dec. 1, 2008	Grant applications available
February 2, 2009	Deadline for grant applications to be postmarked or hand delivered to ICFL
March 16, 2009	Grant recipients notified / Contracts signed
March 31, 2009	Checks mailed to grantees, projects may start
April 16, 2010	Deadline for grant funds to be expended
April 30, 2010	Final report due to ICFL

[Revised 11/20/08]